



CSR/TIMEKEEPER TRAINING

San Diego, CA

Sharon Hughes

Linda Mitchell

December 2 - 4, 2003

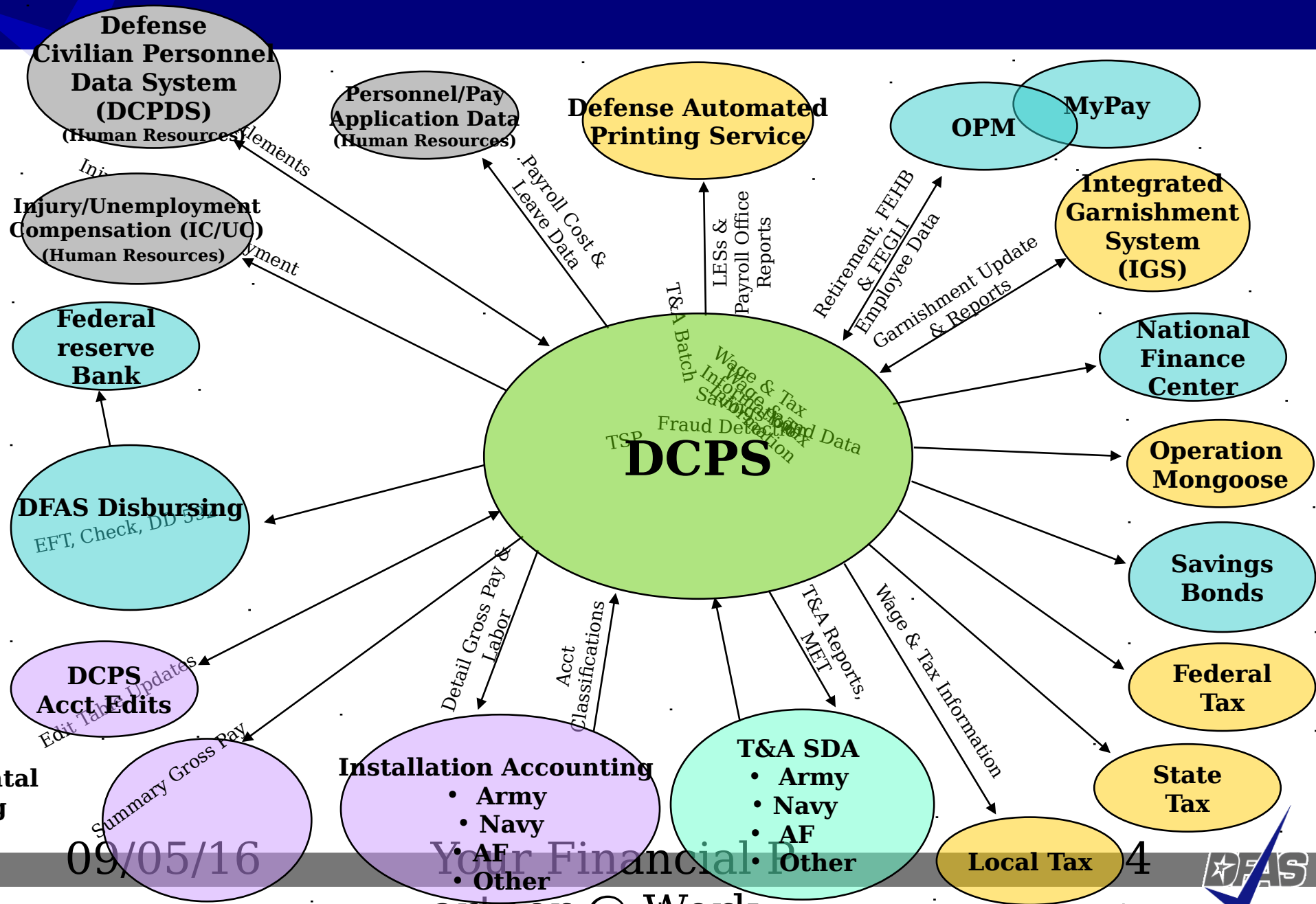
Your Financial Partner @ Work

Topics

- DCPS Overview
- DCPS WEB Site
- DCPS User Security Access Form
- DCPS New User's Guide
- myPay
- DCPS New Activities

More Topics

- Remedy Update
- Imaging Update
- Release 03-04
- View Access Debt Module
- T&A Reporting - Problem Areas
- Report Training



09/05/16

Your Financial Partner @ Work

4



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NOTICE: PKI certificates required by April 1, 2004. [More Info...](#)

Defense Civilian Pay System

Presented by the Defense Finance and Accounting Service

[DCPS Broadcast Messages](#)

[Enter Payroll Office Web Site](#)

[Enter CSR, HRO, T&A Web Site](#)

These sites contain an extensive list of documents, published documentation, forms, and information related to DCPS. Most of the information is contained in PDF files. You will need to have Adobe Acrobat Reader v3.01 (or greater) installed on your PC to read these PDF files. Adobe Reader is freeware. If you need the Reader software contact your local LAN Support personnel to have the software installed. [Get Acrobat Reader](#)

[About DCPS](#)

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Last Updated: July 01, 2003 at 16:40

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[What's New](#) [Documentation](#) [Release Info](#) [Payroll Office](#) [Policies & Regulations](#) [FAQs](#) [Links](#) [Map](#) [Help](#)[October issue of Pay Check newsletter is available.](#)[Aggregate Limits Information.](#) (PDF 67KB)[Defense Civilian Pay System is named as one of the top 5 US Government Software Projects.](#)
(PDF 96KB)[Guidance on Policy pertaining to Operation Iraqi Freedom \(FAQs\) as of 4/14/2003.](#) (PDF 89KB)[Emergency T&A Procedures Under ThreatCon Delta.](#) (PDF 55KB)

Please use the [DCPS User Security Access Questionnaire](#) (Word 45KB) for DCPS access. This includes add, change or delete requests.

Payroll process for [Collection of Non-Salary Civilian Employee Debt.](#) (PDF 104KB)

[SWA Installation Instructions.](#)[Post-Disaster Payroll Guidance.](#)



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Civilian Pay Schedules

- [Calendar for year 2004](#) (Word File - Size 60KB)
- [Calendar for year 2003](#) (MS Excel File - Size 62KB)
- [Calendar for year 2002](#) (PDF File - Size 1.20MB)

Payroll Office Information

[Denver Payroll Office](#)[Pensacola Payroll Office](#)[Charleston Payroll
Office](#)

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Charleston Payroll Office

- [Charleston Point of Contact Information](#) - Password Required

The Point-of-Contact lists are available for CSR access. CSRs may contact their Payroll Office for access information.

- [Charleston Processing Schedules](#)
- [2003 Civilian Payroll Training for Navy Customers](#)
(PDF File - Size 105KB Date: 01/24/03)
- [DFAS Charleston Payroll Office FY02 Year-end Processing Memo](#)
(PDF File - Size 71KB Date: 09/05/02)
- [Imaging Notification Document](#) (MS Word File - Size 21KB Date: 08/19/02)
- [2002 Civilian Payroll Conference for European Theatre Customers](#)
(PDF File - Size 103KB Date: 07/22/02)

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Policies and Regulations

[Pay Administration](#)[Time and Attendance](#)[Leave](#)[Deductions](#)[Overseas Allowances](#)[Claims/Debt/Underpays](#)[Files/Records/Reports](#)[Special Actions](#)[Miscellaneous](#)

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Frequently Asked Questions

[Civilian Pay Newsletter](#)[Trouble Reporting
Procedures](#)[Security Information](#)[Emergency T&A
Procedures Under
ThreatCon Delta](#)[Policy Pertaining To
Operation Iraqi Freedom
As Of 4/14/2003](#)[CSR Topics](#)[Remedy Tips](#)[Leave and Earnings
Statements \(LES\)](#)[About DCPS](#)[Procedure For Printing
To A File](#)

(PDF File - Size 7kb)

[TSP Information](#)[OASDI & Medicare](#)[SWA Installation
Instructions](#)[CSR Menu Chart](#)[T&A Menu Chart](#)



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Documentation

DCPS Documentation	Forms	DCPS Computer Based Training (CBT) Downloads
------------------------------------	-----------------------	--

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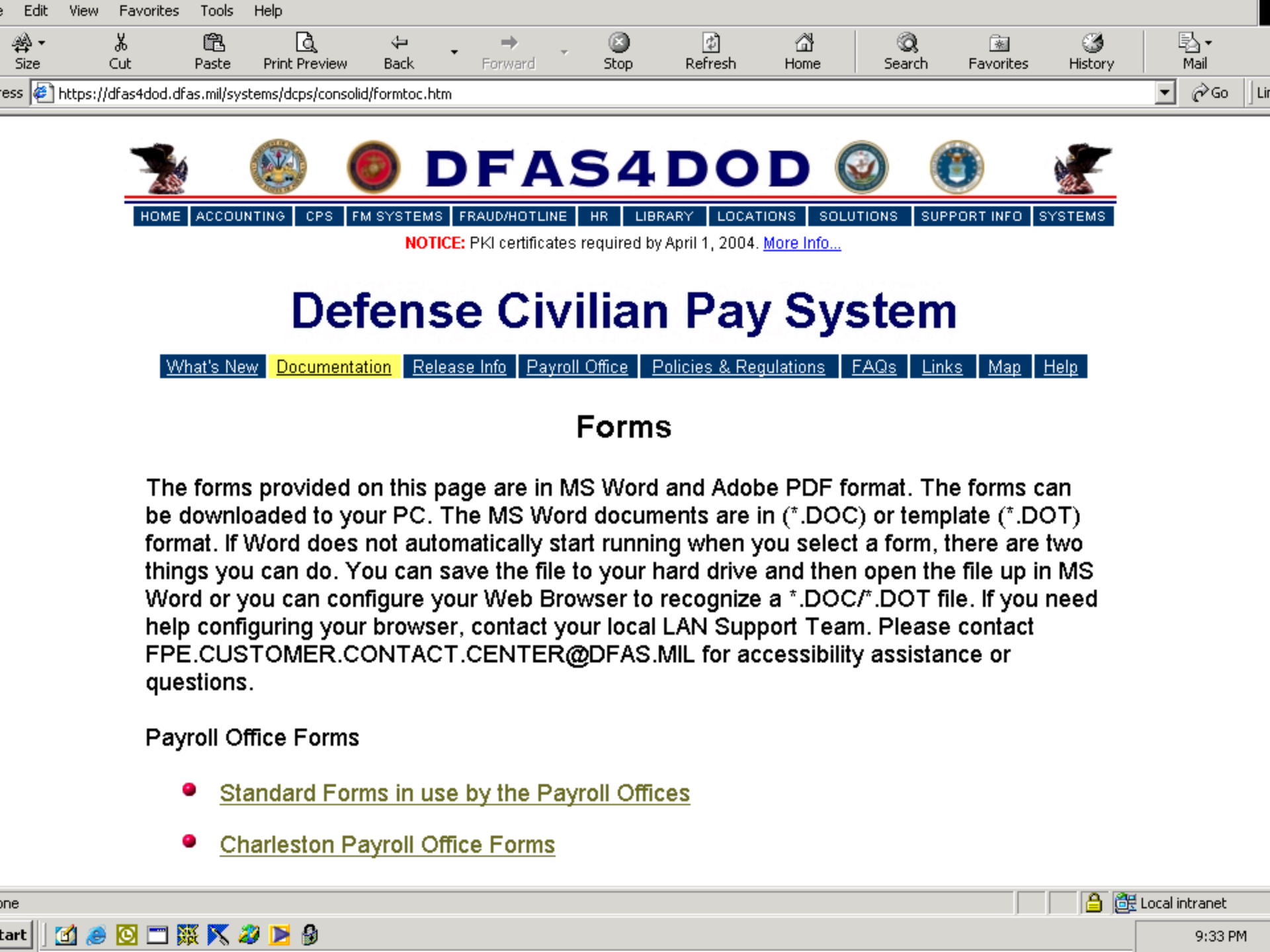
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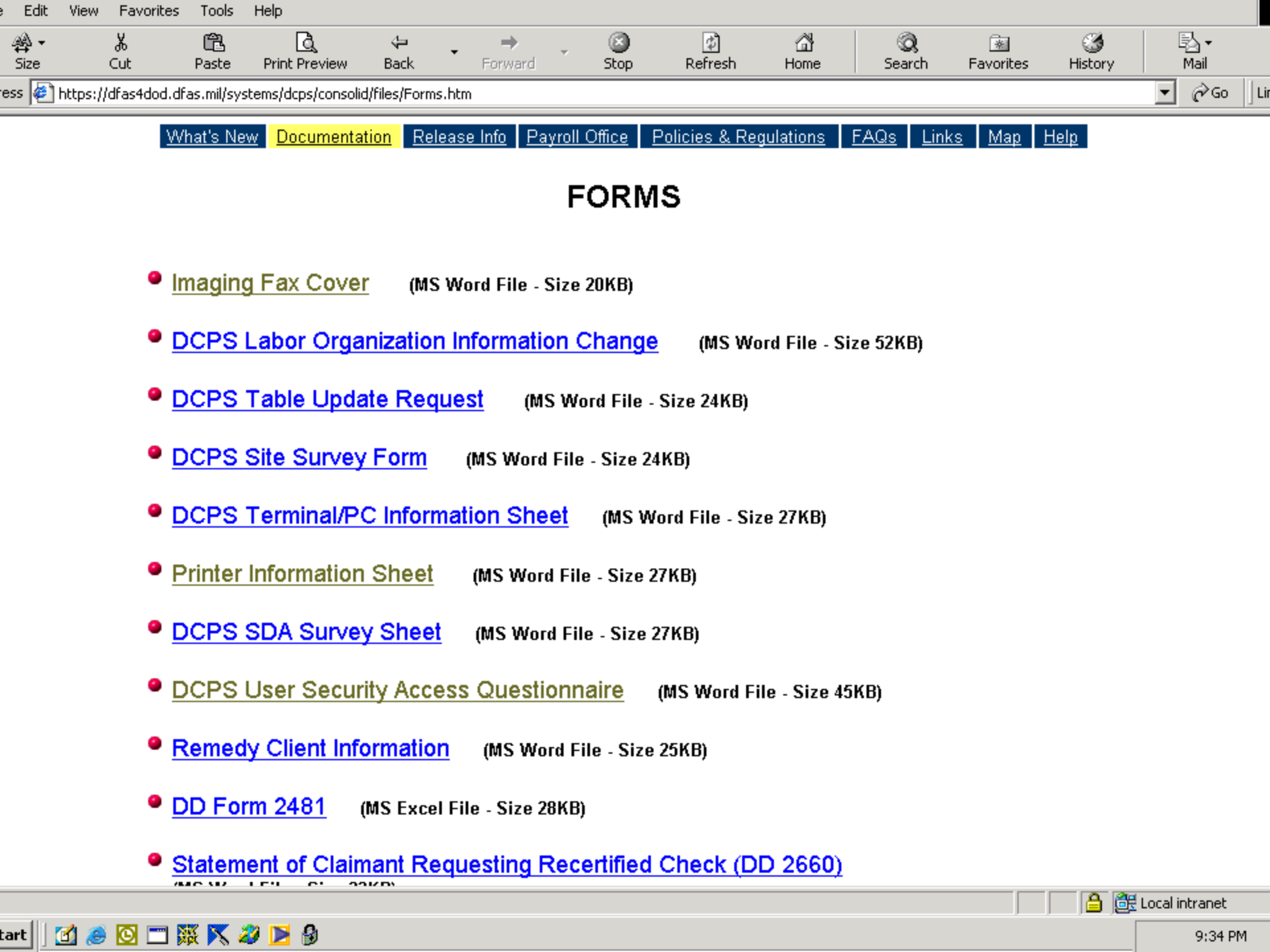
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Last Updated: June 19, 2003 at 12:23





FORMS

- [Imaging Fax Cover](#) (MS Word File - Size 20KB)
- [DCPS Labor Organization Information Change](#) (MS Word File - Size 52KB)
- [DCPS Table Update Request](#) (MS Word File - Size 24KB)
- [DCPS Site Survey Form](#) (MS Word File - Size 24KB)
- [DCPS Terminal/PC Information Sheet](#) (MS Word File - Size 27KB)
- [Printer Information Sheet](#) (MS Word File - Size 27KB)
- [DCPS SDA Survey Sheet](#) (MS Word File - Size 27KB)
- [DCPS User Security Access Questionnaire](#) (MS Word File - Size 45KB)
- [Remedy Client Information](#) (MS Word File - Size 25KB)
- [DD Form 2481](#) (MS Excel File - Size 28KB)
- [Statement of Claimant Requesting Recertified Check \(DD 2660\)](#) (MS Word File - Size 22KB)

- User Access Questionnaire Requirements

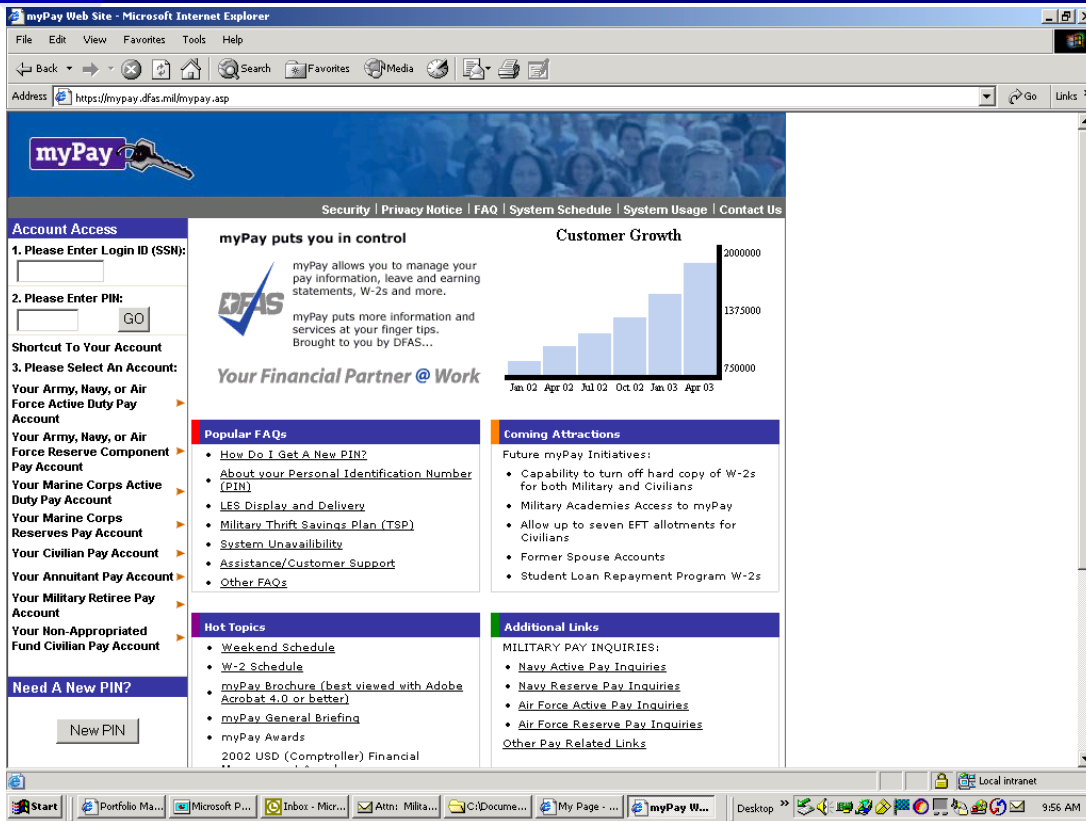
- <https://dfas4dod.dfas.mil/systems/dcps/consolid/forms/secAccess.doc>

- Security CBT

- <https://dfas4dod.dfas.mil/systems/dcps/consolid/cbt/cbttoc.htm>

- Help for New User's

- <https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsdocs.htm>



- Uses Internet/Web Based Technologies and Interactive Voice Response (IVR)

- Allows DFAS Customers control of their pay account in a secure electronic environment.
- Available nearly 24 x 7

- **myPay is available to:**
 - **Active Duty/Reserve Members - All Services**
 - **DoD Civilian Employees**
 - **Non Appropriated Fund Employees**
 - **Military Retirees - All Services**
 - **Military Annuitants - All Services**

Actions	MyPay	
• Direct Deposit	X	
• Federal and State Taxes	X	
• Financial Allotments	X	
• Home and Check Mail Address	X	
• Leave and Earnings Statement	X	
• Online W-2, 1099-R, 1042-S	X	
• PIN Letter Request/Pin by email		X
• Savings Bonds	X	
• PIN Changes	X	
• Online PIN Validation	X	
• Travel Payment Voucher		X

myPay Customized PINS

	Total Population	Number of Customized PINS	Population Percentage
Navy	494,493	280,030	56.6%
DoD Civilians	696,263	376,748	54.1%
Marine Corps	224,064	115,119	51.4%
Army	1,060,261	507,057	47.8%
Air Force	558,837	237,903	42.6%
Retiree	2,176,973	344,166	15.8%
NAF is the Army Non-appropriated Fund Civilians added May, 03			
NAF Civilian	29,134	2,534	8.7%
Annuitants	269,870	8,524	3.2%

myPay Customized PINS

	Total Population	Number of Customized PINS	Population Percentage
Navy	498,480	306,763	61.54%
DoD Civilians	734,738	419,060	57.04%
Marine Corps	226,224	118,501	52.38%
Army	1,069,510	604,807	56.55%
Air Force	562,390	286,649	50.97%
Retiree	2,200,775	382,144	17.36%
NAF Civilian	33,553	5,375	16.02%
Annuitants	272,284	9,565	3.51%

LES Statistics For NAVY

AS OF PAY PERIOD ENDING
June 14, 2003

<u>myPay</u>	<u>Paper</u>	<u>Total</u>	<u>Percent</u>
6,226	175,407	181,633	3.43%

LES Statistics For NAVY

AS OF PAY PERIOD ENDING
October 4, 2003

myPay
Percent

Paper

Total

7,292
4.19%

173,777

181,069

Savings with Electronic LES

DCPS BILLING RATES

	<u>FY03</u>	<u>FY04</u>
Hardcopy LES	\$2.44	\$3.10
Electronic LES	\$2.10	\$2.10

POTENTIAL SAVINGS

\$1.6 M

**If All Navy Employees Elect
Electronic LES!!!**


```

      DDDDDDD      CCCCCC      PPPPPPP      SSSSS
DD      DD      CCC      CC      PP      PP      SS      SS
DD      DD      CC      PP      PP      SSS
DD      DD      CC      PPPPPPP      SSSS
DD      DD      CC      PP      SSS
DD      DD      CC      CC      PP      SS      SS
DDDDDDDD      CCCCCC      PP      SSSSS

```

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM AND IS PROVIDED ONLY FOR AUTHORIZED GOVERNMENT USE. THIS SYSTEM MAY BE MONITORED FOR ALL LAWFUL PURPOSES, INCLUDING THAT THIS USE IS AUTHORIZED. USE OF THIS SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING, UNAUTHORIZED USE MAY SUBJECT YOU TO CRIMINAL PROSECUTION.

ENTER USERID: ZL0UCSR
 PASSWORD:
 NEW PASSWORD:
 (OPTIONAL)

OR PRESS CLEAR TO EXIT

PASSWORD EXPIRED - REENTER USER ID, OLD PASSWORD AND NEW PASSWORD

V00.10 19:59:39 DCPS MAIN MENU - CUSTOMER SERVICE REPRESENTATIVE

1. EMPLOYEE DATA MENU
2. LEAVE MENU
3. ON-LINE INQUIRIES MENU
4. TABLES MAINTENANCE MENU
5. VIEW BROADCAST MESSAGES
6. CSR REPORTS MENU
7. T&A MENU
8. IN LIEU OF LEAVE AND EARNINGS STATEMENT

ENTER OPTION # OR <PF24> TO LOGOFF:

V03.30	EMPLOYING ACTIVITY OFFICE ADDRESS	
	ACTIVITY	04523A
	ACTION CODE	V
	NAME	PUGET SOUND NAVAL SHIPYARD
	ADDRESS	CODE 610.12
		1400 FARRAGUT AVENUE
	CITY, STATE, ZIP CODE	BREMERTON WA 98314
5001		

V02.10

EMPLOYING ACTIVITY

ACTIVITY 04523A

ACTION CODE V

AGENCY CODE	NV	MAJOR CLAIMANT CODE	24
BLANKET LEAVE ADVANCE IDC	2	T & A INPUT FREQUENCY	D
SHORE LEAVE ELIGIBILITY IDC	N	CREDIT HOUR CARRYOVER LIMIT	0
SDA ACTIVITY	68688	LABOR IDC	Y
CERTIFICATION IDC			

V02.10

ACCOUNTING CLASSIFICATION

EMPLOYING ACTIVITY 04523A
DATE EFFECTIVE 10 01 03
DEPARTMENTAL REPORTER DFASCL
ACCOUNTING ACTIVITY 068688

DEPARTMENT CODE 17	TRANSFER DEPARTMENT	FISCAL YEAR 4
BASIC SYMBOL 1804	LIMITATION/SUBHEAD 70BA	
FUND CODE	ASN/OBAN/BCN 4523A0	PROGRAM YEAR
OAC	MFP/BPAC/PROJ CD	PEC
RC/CC	ESP	EEIC SHRED

ASSIGNED: JOB ORDER	COST CENTER	PERF CODE
---------------------	-------------	-----------

V02.10

ACCOUNTING CLASSIFICATION

EMPLOYING ACTIVITY 04523A
DATE EFFECTIVE 10 01 03
DEPARTMENTAL REPORTER DFASCL
ACCOUNTING ACTIVITY 068688

DEPARTMENT CODE 17	TRANSFER DEPARTMENT	FISCAL YEAR 4
BASIC SYMBOL 1804	LIMITATION/SUBHEAD 70AA	
FUND CODE	ASN/OBAN/BCN 4523A0	PROGRAM YEAR
OAC	MFP/BPAC/PROJ CD	PEC
RC/CC	ESP	EEIC SHRED
ASSIGNED: JOB ORDER	COST CENTER	PERF CODE

1049 UNABLE TO MATCH ELEMENTS FOR VALIDATION

All accounting lines will have to be added to the CMET table and the DCPS Validation table.
June Merritt is the POC

T & A SITE IDENTIFICATION

T&A SITE ID	
SITE ACT	04523A
SITE IDC	00
T&A GROUP	0900
PRINTER ID	P23151A3
REMOTE PRINT CAPABLE	H
TIME SHEET CAPABLE	N
ACTION CODE (A,C,D)	C

V02.10

ORGANIZATION RECORD

ACTIVITY	04523A
ORGANIZATION	064
ACTION CODE (A,C,D)	
PAY BLOCK	800
BLANKET ADVANCED LEAVE	2
T & A INPUT FREQUENCY	D
TIME CARD OPTION	N
END OF MONTH ESTIMATE	N
LABOR INDICATOR	Y
T&A SITE ID	
SITE ACT	04523A
SITE IDC	00
T&A GROUP	0901
CSR SITE ID	
SITE ACT	04523A
SITE IDC	00
CSR GROUP	0901
REMOTE DISB OFFC	

V02.20

SECURITY SITE/AUTHORIZATION UPDATE

USER ID
ZL0UCSR

SITE
04523A 00

ACT CD
A

ACT AUTH	AUTH TYPE	AUTH NO	CD	ACT AUTH	AUTH TYPE	AUTH NO	CD	ACT AUTH	AUTH TYPE	AUTH NO
A	T	0901	A	M	0901		A	P		NO

Communication

- DCPS Broadcast Message
- Remedy - Outlook Macro
- LES Remarks

Remedy Update

- Special Pay Request Template
- Donated Leave Template
- Escalation of Ticket
- Response Agreement
- Customer Expectation

Imaging

- What to Fax
- Fax Coversheet
- Receipt at the Payroll Office
- The Number
 - Toll Free 1-866-401-5849
 - Commercial 850-473-6450
 - DSN 753-6450

Release 03-04

- EFT for Federal Payments
- LES Remarks
 - Student Loans
 - TOPS
 - Debt Collection
- View Routine Debt Module

T&A Reporting

- Part-Time Employees
 - SF50 Scheduled Hours
 - DCPS Work Schedule Hours
 - Alternate Work Schedules
 - Overtime
 - Holiday Premium Pay
 - Holiday Leave



More T&A Reporting

- Shift Differential (WG)
- Night Differential (GS)
- Sunday Premium
- Invalid T&A

V00.10 19:59:39 DCPS MAIN MENU - CUSTOMER SERVICE REPRESENTATIVE

1. EMPLOYEE DATA MENU
2. LEAVE MENU
3. ON-LINE INQUIRIES MENU
4. TABLES MAINTENANCE MENU
5. VIEW BROADCAST MESSAGES
6. CSR REPORTS MENU
7. T&A MENU
8. IN LIEU OF LEAVE AND EARNINGS STATEMENT

ENTER OPTION # OR <PF24> TO LOGOFF:

V98.40 20:01:09

SUBMENU - CSR REPORTS MENU

CSR SITE 04523A00

CSR GROUP ALL

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF

V03.20 20:01:28

CSR REPORTS MENU

-----BIWEEKLY-----DAILY-----

- | | |
|-------------------------------|-------------------------------|
| 1. LEAVE AVAILABILITY | 14. NEW HIRE |
| 2. CONTINUATION OF PAY AVAIL | 15. EMPLOYING ACTIVITY CHANGE |
| 3. OVERTIME/COMP TIME REVIEW | 16. RESTORED LEAVE |
| 4. OVERTIME/COMP TIME USAGE | 17. ADVANCED/FAMILY LEAVE |
| 5. COMPENSATORY TIME AGING | 18. MYPAY INVALID REPORT |
| 6. OUTSTANDING LEAVE | 19. NEW ORGANIZATIONS |
| 7. FAMILY LEAVE | -----QUARTERLY----- |
| 8. ENV HAZARD COST | 20. DD/EFT NON PARTICIPATION |
| 9. TMP SHIFT OVERRIDE (NB000) | -----ANNUAL----- |

- | | |
|--------------------------------|-----------------------------|
| 10. TMP SHIFT OVERRIDE (NB010) | 21. DODEA RETRO RPT (CURR) |
| 11. TMP SHIFT OVERRIDE (NB020) | 22. DODEA RETRO RPT (PRIOR) |
| 12. NEW HIRE & SUSPENDED PAY | |
| 13. <RESERVED> | |

CSR GROUP ALL PRINTER ID PZSC21AC

ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO
LOGOFF:

V98.40 20:00:24

SUBMENU - CSR REPORTS MENU

CSR SITE 04523A00

CSR GROUP 0900

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF

```

-----BIWEEKLY-----
1. LEAVE AVAILABILITY          11/03/03
2. CONTINUATION OF PAY AVAIL  11/03/03
3. OVERTIME/COMP TIME REVIEW  11/03/03
4. OVERTIME/COMP TIME USAGE   11/03/03
5. COMPENSATORY TIME AGING     11/03/03
6. OUTSTANDING LEAVE           11/03/03
7. FAMILY LEAVE                 11/03/03
-
8. ENV HAZARD COST              11/03/03
9. TMP SHIFT OVERRIDE (NB000)  NONE
-
10 TMP SHIFT OVERRIDE (NB010)  11/02/03
11 TMP SHIFT OVERRIDE (NB020)  11/03/03
12 NEW HIRE & SUSPENDED PAY    NONE
13.<RESERVED>

-----DAILY-----
14. NEW HIRE
15. EMPLOYING ACTIVITY CH
16. RESTORED LEAVE
17. ADVANCED/FAMILY LEAVE
18. MYPAY INVALID REPORT      NONE
19. NEW ORGANIZATIONS         NONE
-----QUARTERLY-----
20. DD/EFT NON PARTICIPATION  NONE
-----ANNUAL-----
21.DODEA RETRO RPT (CURR)     NONE
22.DODEA RETRO RPT (PRIOR)    NONE

```

CSR GROUP 0900 PRINTER ID PZSC21AC

ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO
LOGOFF:

V00.10 20:01:49

TIME AND ATTENDANCE MENU

1. TIMECARD FORMAT 1 - SEQUENTIAL
2. TIMECARD FORMAT 1 - INDIVIDUAL
3. TIMECARD FORMAT 2 - SEQUENTIAL
4. TIMECARD FORMAT 2 - INDIVIDUAL
5. WORK SCHEDULE CHANGE
6. ACCEPTED T&A INQUIRY
7. EXCESSIVE TIMECARD EXCEPTIONS
8. RETROACTIVE T&A INQUIRY
9. HISTORY (TIME) - SEQUENTIAL
10. T&A REPORTS MENU
11. VIEW BROADCAST MESSAGES
12. T&A CERTIFICATION
13. MISSING CERTIFICATION REPORT
14. CSR MENU

20:02:18

ENTER OPTION # OR <PF24> TO LOGOFF: V98.40

V98.40 20:03:14

SUBMENU - T/A REPORTS MENU

T/A SITE 04523A00

T/A GROUP ALL

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF

```

V03.20    20:03:32                T&A REPORTS MENU
-----DAILY-----
1. MISSING TIME
   PROCESSING DATE
2. CONTROL OF HOURS
   PROCESSING DATE
3. INVALID TRANSACTION (SDA)
4. INVALID TRANSACTION (ND020)
-----BIWEEKLY-----
5. MISSING TIME (NB010)
6. MISSING TIME (NB020)
7. CONTROL OF HOURS (NB010)
8. CONTROL OF HOURS (NB020)
9. INVALID TRANSACTION (NB000)
10. INVALID TRANSACTION (NB010)
11. INVALID TRANSACTION (NB020)
12. CONVERSION OF HOURS (NB000)
13. CONVERSION OF HOURS (NB010)
14. CONVERSION OF HOURS (NB020)
-----BIWEEKLY-----
15. NON PAY BEF/AFT (NB000)
16. NON PAY BEF/AFT (NB010)
17. NON PAY BEF/AFT (NB020)
18. SCHEDULE EDIT (NB000)
19. SCHEDULE EDIT (NB010)
20. SCHEDULE EDIT (NB020)
21. ENV CALLBACK (NB000)
22. ENV CALLBACK (NB010)
23. ENV CALLBACK (NB020)
24. RELIGIOUS COMPTIME
25. TIMESHEETS
-----RETRO-----
26. INVALID TRANSACTION
27. CONVERSION OF HOURS
28. NON PAY BEF/AFT
29. SCHEDULE EDIT
30. ENV CALLBACK

                TA GROUP ALL    PRINTER ID PZSC21AC
        ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO
LOGOFF:

```

SUBMENU - T/A REPORTS MENU

T/A SITE 04523A00

T/A GROUP 0900

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF


```

V03.20   20:02:53                      T&A REPORTS MENU
-----DAILY-----BIWEEKLY-----
1. MISSING TIME                               15. NON PAY BEF/AFT (NB000) NONE
   PROCESSING DATE                           16. NON PAY BEF/AFT (NB010)10/19/03
2. CONTROL OF HOURS                          17. NON PAY BEF/AFT (NB020)10/20/03
   PROCESSING DATE                           18. SCHEDULE EDIT   (NB000) NONE
3. INVALID TRANSACTION (SDA  11/11/03 19. SCHEDULE EDIT   (NB010) NONE
4. INVALID TRANSACTION (ND020) 11/13/03 20. SCHEDULE EDIT   (NB020)NONE
-----BIWEEKLY-----21. ENV CALLBACK   (NB000) NONE
5. MISSING TIME (NB010)11/02/03 22. ENV CALLBACK   (NB010) NONE
6. MISSING TIME (NB020)11/03/03 23. ENV CALLBACK   (NB020) NONE
7. CONTROL OF HOURS (NB010)11/02/03 24 RELIGIOUS COMPTIME 11/03/03
8. CONTROL OF HOURS (NB020)11/03/03 25. TIMESHEETS
9. INVALID TRANSACTION (NB000)NONE -----RETRO-----
10. INVALID TRANSACTION (NB010)11/02/03 26 INVALID TRANSACTION 10/24/03
11. INVALID TRANSACTION (NB020)NONE 27. CONVERSION OF HOURS 11/13/03
12. CONVERSION OF HOURS (NB000)NONE 28 NON PAY BEF/AFT 10/24/03
13. CONVERSION OF HOURS (NB010)11/02/03 29 SCHEDULE EDIT NONE
14. CONVERSION OF HOURS (NB020)11/03/03 30 ENV CALLBACK NONE
TA GROUP 0900 PRINTER ID PZSC21AC
ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO LOGOFF:

```

Employment Verifications

- **Maintained by TALX Corporation**
- **1-800-EMP-AUTH (1-800-367-2884)**
<http://verify.theworknumber.com>
- **1-800-996-7566 (Customer Service Help Desk)**
- **1-900-555-9675 (Lenders)**

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